

Submitting Assessment

Assessment Submissions QuickGuide

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○ Leadership and

▼ Learning Block

Learning Block 1 - UoC Ov...

○ BSBPE

○ BSBPE

○ BSBPE

○ BSBLD

○ BSBLD

○ Communication Styles Quiz

○ Leadership Styles Survey

○ BSBPEF402

○ BSBPEF502 - Assessment T...

Select the assignment you wish to submit from the course homepage.

NB: Before submitting your assignment, please review the file guidelines added at the bottom of this document.

Assessment Tasks

These tasks form part of your Assessment of this unit. We recommend that these Assessment Tasks be commenced after your classroom session has been completed. Some Assessment Tasks are to be completed in your workplace under the supervision of your Workplace Supervisor, or started within the classroom. In these instances, reference to this will be outlined in the Assessment Task.



ASSIGNMENT
BSBPEF502 - Assessment Tasks

To do: Receive a grade



ASSIGNMENT
BSBLDR411 & BSBXTW401 - Assessment Task

To do: Receive a grade



ASSIGNMENT
BSBPEF402 - Assessment Tasks

To do: Receive a grade

Resources

SCROLL DOWN FOR
NEXT STEP...



ASSIGNMENT

BSBPEF402 - Assessment Tasks

To do: Receive a grade

If you do not understand the requirements of the Assessment Task or you are unable to complete it in your workplace, please contact your Trainer/Assessor.

Instructions: Please review and complete all Assessment Tasks and then upload your submissions for marking by your Trainer/Assessor.




Any variations to this task must be approved in writing by your assessor.

Variations can be requested if you are working within a team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;

OR

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

ASSESSMENT TASKS

-  BSBPEF402 Appendix 2 VB.docx 27 September 2022, 4:02 PM
-  BSBPEF402 Asmt Activities 1 VC AGA.docx27 September 2022, 4:02 PM
-  BSBPEF402 Participant Assm Su E.pdf27 September 2022, 4:02 PM

Select to add your submission.



Add submission

SCROLL DOWN FOR
NEXT STEP...

Assessment Submissions QuickGuide

1

our assessor.

team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;


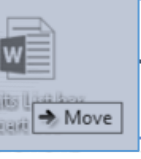

our current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

Drag and drop your assessment file/s to upload your submission.

OR
Select Files from Folder
[**Click here**](#)

Maximum size for new files: 5MB, maximum attachments: 12

Files



Drop files here to upload

Save changes

Cancel

Jump to...

BSBLDR501 - Student Workbook ▶

2

Save Changes

File submissions

Maximum file size: 500 MB, maximum number of files: 14

Files


BSBPEF402 Assessment example.docx

Save changes

Cancel



SCROLL DOWN FOR
NEXT STEP...




Assessment Submissions QuickGuide

Your assignment has not yet been submitted!
Proceed to 'submit assignment'



ASSESSMENT TASKS

-  BSBPEF502 Assessment 1 docx 21 June 2023, 10:37 AM
-  BSBPEF502 Participant Assm Summary VF.pdf 21 June 2023, 10:37 AM


Submit assignment ?

Edit submission

Remove submission

Submission status

If you have forgotten to upload a file, or want to edit a file, you can do so before submitting here.

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 22 June 2023, 8:22 AM
File submissions	 J.Hardy - BSBPEF502 Assesment 1.docx 22 June 2023, 8:22 AM

SCROLL DOWN FOR
NEXT STEP...

Assessment Submissions QuickGuide

ASSESSMENT TASKS

Confirm submission

Agree to the disclaimer statement



☒ I declare that I am the enrolled student of this account and that I have completed all the required learning and assessment activities myself and that my responses are based on my own work. I understand that all Assessment Tasks MUST only be completed by myself and be of my own creation. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.




Are you sure you want to submit your work for grading? You will not be able to make any more changes.



Continue

Cancel

 Required


Then select 'Continue'

SCROLL DOWN FOR
NEXT STEP...



Submission status

This page shows a successfully submitted assignment. Your trainer will be immediately notified of your submission for grading.

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 6 January 2023, 1:27 PM
File submissions	<div> BSBPEF402 Assessment example.docx 6 January 2023, 1:22 PM</div>

Reviewing Grade

Assessment Submissions QuickGuide

You will receive an email once your assignment has been graded,
Either click on the link within the email to access your results, or you can see the results link from
your 'My Courses' Homepage

Marked as 'Failed' (Further evidence required)
****[Click here](#)****

✗ Failed: Receive a grade

Marked as 'Done', review your feedback

✓ Done: Receive a grade

SCROLL DOWN FOR
NEXT STEP...

Feedback



Assessment Task 1

Leadership Development Program

Released: Today, 8:26 AM

Refresh

View my feedback



Assessment Task 1

✔ Done: Receive a grade

If you do not understand the requirements of the Assessment Task or you are unable to complete it, please contact your Trainer/Assessor.

Instructions: Please review and complete the Assessment Task and then upload your submissions for marking by your Trainer/Assessor.

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ASSESSMENT TASKS

- BSBPEF502 Assessment 1 MLG VD.docx 21 June 2023, 10:37 AM
- BSBPEF502 Participant Assm Summary VF.pdf21 June 2023, 10:37 AM

Submission status

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Graded
Last modified	Thursday, 22 June 2023, 8:36 AM
File submissions	J.Hardy - BSBPEF502 Assesment 1.docx 22 June 2023, 8:22 AM

Marked as 'Done', review your feedback


✔ Done: Receive a grade

SCROLL DOWN THE PAGE TO SEE
YOUR FEEDBACK AT THE BOTTOM



Feedback from Trainer on your
assessment submission

Feedback

Grade	Satisfactory
Graded on	Thursday, 22 June 2023, 8:37 AM
Graded by	 Trainer Name
Feedback comments	Great work, you really understand your own emotional intelligence

Assessment Submissions QuickGuide

Marked as 'Failed' (Further Evidence Required)

x Failed: Receive a grade



SCROLL DOWN THE PAGE TO SEE
YOUR FEEDBACK AT THE BOTTOM

Assessment Task 1

x Failed: Receive a grade

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ASSESSMENT TASKS

 BSBPEF502 Assessment 1 MLG VD.docx 21 June 2023, 10:37 AM

 BSBPEF502 Participant Assm Summary VF.pdf 21 June 2023, 10:37 AM

Add a new attempt based on previous submission ?

Add a new attempt ?

Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Last modified	Thursday, 22 June 2023, 8:26 AM

SCROLL DOWN FOR
NEXT STEP...

Assessment Submissions QuickGuide

Marked as 'Failed' (Further Evidence Required)

x Failed: Receive a grade

Review the feedback from your trainer as to what you need to fix, add, or amend in your assignment.

Then scroll back up the course page to re-submit



SCROLL DOWN FOR
NEXT STEP...

Feedback

Grade	Further evidence required
Graded on	Thursday, 22 June 2023, 8:26 AM

Previous attempts

▼ Attempt 1: Thursday, 22 June 2023, 8:24 AM

Submission status	Submitted for grading		
File submissions	<div><div> J.Hardy - BSBPEF502 Assesment 1.docx</div><div>22 June 2023, 8:22 AM</div></div>		
Feedback			
Grade	Further evidence required		
Graded on	Thursday, 22 June 2023, 8:26 AM		
Graded by	<div><div></div><div>FutureInstitute Support</div></div>		
Feedback comments	<div>You have not fully answered question 3. Please revise your response and re-submit for grading.</div>		

Assessment Submissions QuickGuide

If you have access to your previously submitted files, make your changes, then **upload ALL files again** via a new attempt.

****[Click here for steps](#)****

Add a new attempt ?

If you do not have access to your previously submitted files and would like to download your last submission to fix and re-submit.

Scroll to next page

Add a new attempt based on previous submission ?

SCROLL DOWN FOR
NEXT STEP...



Assessment Task 1

Failed: Receive a grade

If you do not understand the requirements of the Assessment Task or you are unable to complete it, please contact your Trainer/Assessor.

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ASSESSMENT TASKS

 BSBPEF502 Assessment 1 MLG VD.docx 21 June 2023, 10:37 AM

 BSBPEF502 Participant Assm Summary VF.pdf 21 June 2023, 10:37 AM

Add a new attempt based on previous submission ?

Add a new attempt ?

Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Last modified	Thursday, 22 June 2023, 8:26 AM

Assessment Submissions QuickGuide

Add a new attempt based on previous submission

✖ Failed: Receive a grade

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ASSESSMENT TASKS

- BSBPEF502 Assessment 1 MLG VD.docx 21 June 2023, 10:37 AM
- BSBPEF502 Participant Assm Summary VF.pdf 21 June 2023, 10:37 AM

▼ **Add submission**

File submissions

Maximum file size: 500 MB, maximum number of files: 12

1

J.Hardy - BSB...

Save changes Cancel

Click on the previously submitted files to download.
Then make your changes, save documents and re-submit.

****Click here to re-submit.****

2

Edit J.Hardy - BSBPEF502 Assesment 1.docx

Download Delete

Name J.Hardy - BSBPEF502 Asses

Author Guest Demo

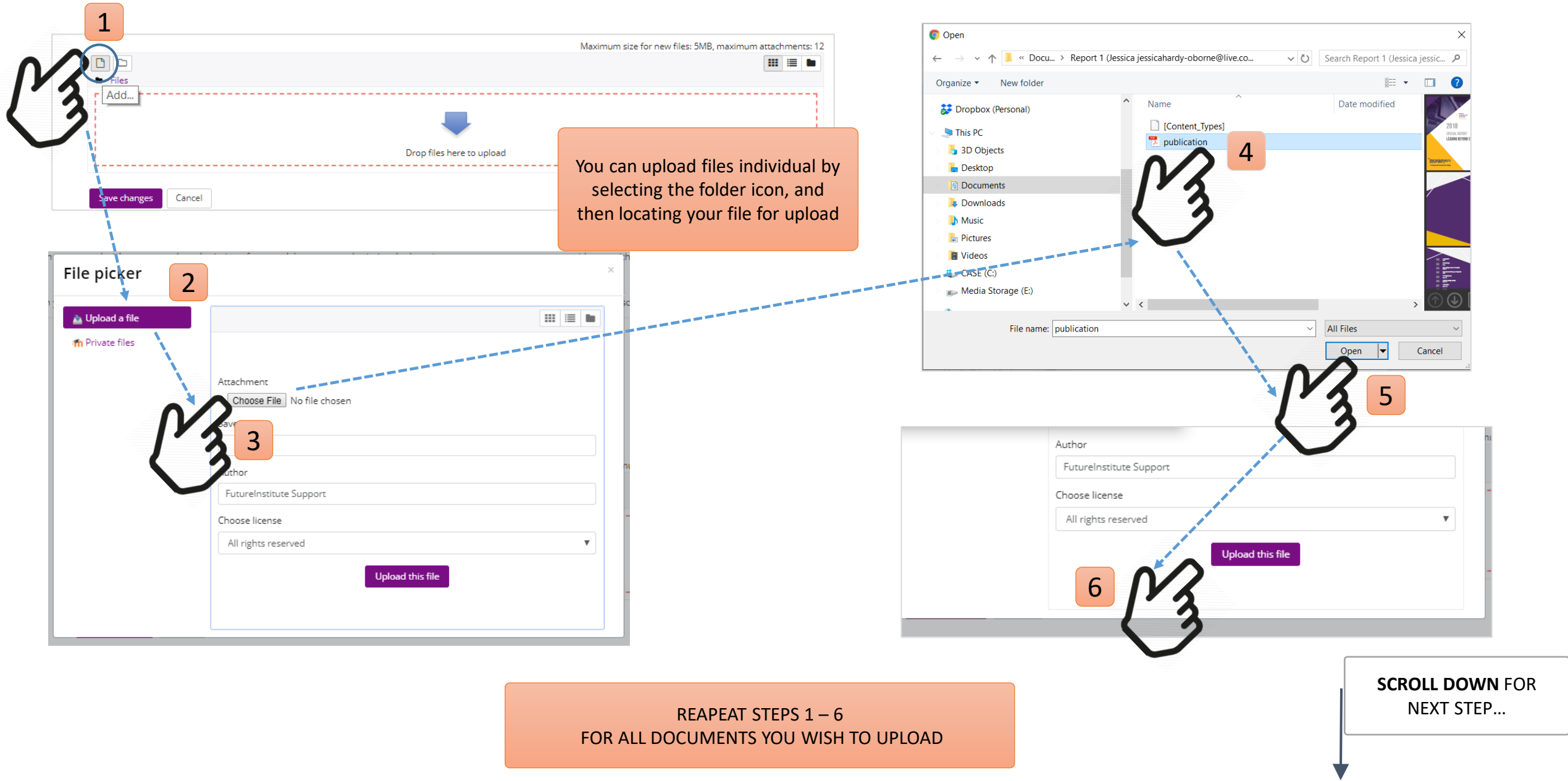
Choose licence ? All rights reserved

Path /

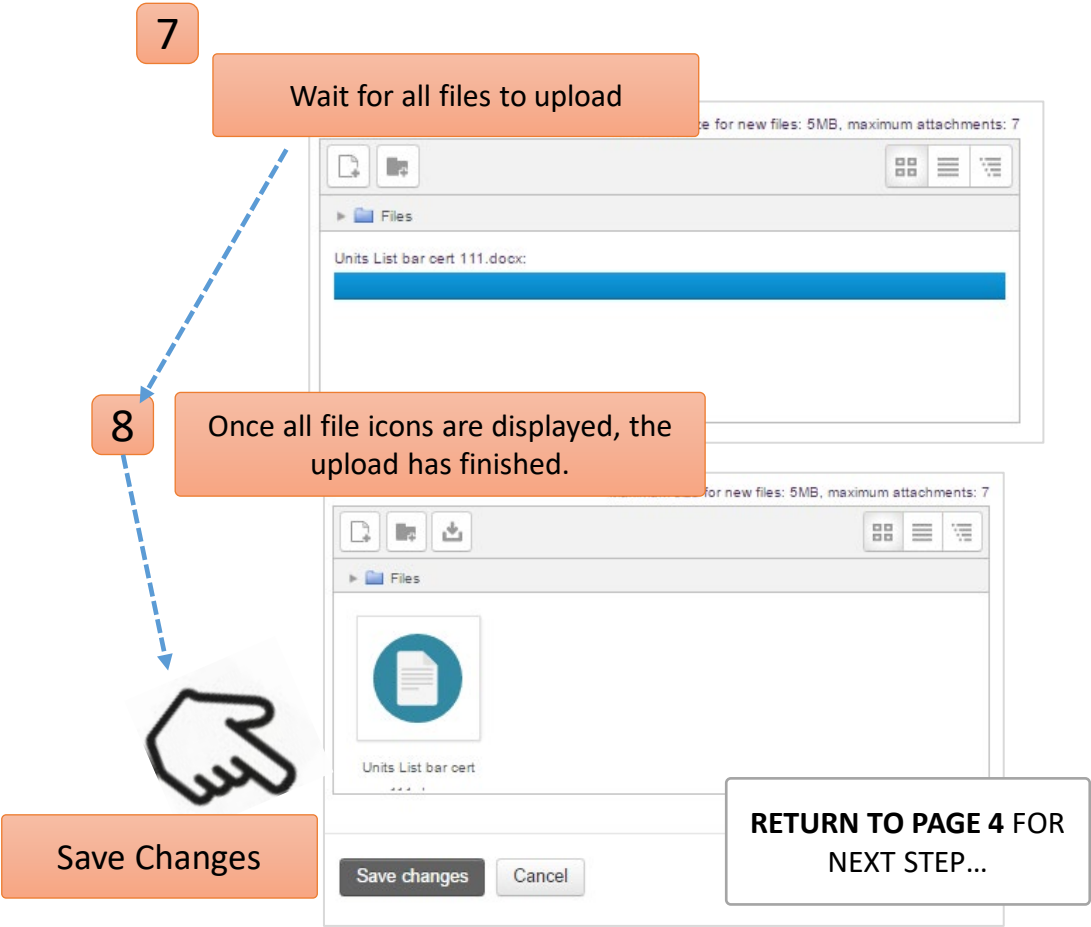
Update Cancel

Last modified 22 June 2023, 8:22 AM
Created 22 June 2023, 8:20 AM
Size 11.7 KB

Assessment Submissions QuickGuide



Assessment Submissions QuickGuide



File Guidelines

Submission upload limit	Total submission cannot exceed 500MB
File Formats Accepted	Document Files: ppt, pptx, xls,xlsx, doc, docx, csv, zip, pdf, txt, open office Photo formats: JPEG, JPG, PNG
Maximum File uploads	12 Files per task submission
Group Submissions	All files to be uploaded for each team member. In your submission, include the name of each team member on the top of each document or within file title.
Video Files	We recommend sending a link or file via filemail.com directly to your trainer rather than uploading video submissions to moodle to meet size restrictions.